



Spring House Sale!

CITY OF NEWBURGH

DEPARTMENT OF PLANNING & DEVELOPMENT

83 BROADWAY, 3RD FLOOR

NEWBURGH, NY 12550

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www.cityofnewburgh-ny.gov

SEALED BID APPLICATION INSTRUCTIONS

Thank you for your interest in the City of Newburgh.

A **Special Information Session** will be held **Tuesday, April 5, 2005 @ 6:30PM** at the Activity Center, 401 Washington Street, Newburgh.

Office Hours will be held every Tuesday & Thursday, 2:00PM – 4:00PM.

If you have selected a property that you intend to purchase for redevelopment, consider the following:

1. **OWNER-OCCUPANTS WILL RECEIVE FIRST PREFERENCE.** An owner-occupant is an individual who commits to make the premises his/her primary residence for a minimum of five (5) years.
2. **INVESTORS WILL ONLY BE CONSIDERED AFTER NO QUALIFIED OWNER-OCCUPANT IS CONFIRMED.**
3. You must have the funding for the project in place at the time of the application. This includes the funds for the property purchase, plus the rehabilitation funds. This can be in the form of a commitment letter from a financial institution or a personal or business bank statement.
4. You will be expected to complete the project within 18 months to correct all code violations and complete rehabilitation.
5. It is **STRONGLY** recommended that you consult with the Code Compliance Office regarding the rehabilitation of the property before submitting your application.
6. Nothing in this Sealed-Bid shall constitute a waiver, implied or express, of the City of Newburgh's zoning and planning requirements that may apply to any development application submitted.
7. **FINANCIAL VERIFICATION DOCUMENTATION IS REQUIRED!** If the Financial verification documentation is not submitted along with the Sealed-Bid application, the application will be determined incomplete and not taken under consideration.

If you feel that you can meet these requirements, please submit a sealed-bid application.

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First complete the PERSONAL INFORMATION section of the application. Your contact information will be verified.

PROPERTY INFORMATION: Fill in the SBL # and address of the property that you wish to purchase from the city.

You may bid on more than one property. Please submit a separate sealed-bid application for each property. If submitting more than one sealed-bid application, please indicate your Selection Choice on the application.

For example: Selection Choice: 2

Select the type of project that you will be completing (i.e. Multi-Family, 3 Units).

OWNER-OCCUPANCY CERTIFICATION: You must certify that you commit to make the property your primary residence for a minimum of five (5) years. Your signature is required.

BONUS OPPORTUNITIES SECTION: The Bonus Opportunities are **ONLY AVAILABLE TO OWNER-OCCUPANTS!** Investors will **NOT** receive any Bonus Opportunity Points!

Answer each bonus question.

You may receive one bonus for A (First-Time Homeowner).

You must choose B (City of Newburgh Business Owner) **OR** C (City of Newburgh Resident). You may not choose both. You will only receive one bonus for B or C.

The total bonus any application will receive is 15%. The Dept. of Planning & Development will calculate the bonus to each affirmative answer. **DO NOT INCLUDE THE BONUS TO YOUR OFFER PURCHASE PRICE.**

Indicate your Offer Purchase Price. Please make your best offer. You will not have an opportunity to increase your bid at a later date, unless there is a Qualified Tie.

Renovation Estimate: It is very important for us to know the amount that you will be investing and your rehabilitation plans. You are **STRONGLY** encouraged to bring your rehabilitation team to the house tour, i.e. architects, contractors, etc.

Attach an explanation of past code enforcement violation or tax delinquencies.

FINANCING: Check which source of funding you will be providing. Attach verification documentation.

RENOVATION PLAN: Attach a description of building/rehabilitation. Please include estimated cost of renovations.

After you have completed your application to the best of your ability, submit it to the Department of Planning & Development, 83 Broadway, 3rd Floor, Newburgh, NY 12550, **NO LATER THAN 4:00PM, FRIDAY, MAY 13, 2005.**